

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Director of Personnel				
2	Room 5-E-60 Headquarters				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: It is understood that the Chief, EA Division, DD/O will be addressing this issue in terms of his own component. From the standpoint of responding to questions raised by the DCI, please assume action responsibility in preparing an appropriate response and route your memorandum through the DD/A. The thought was expressed that you might wish to discuss your approach with <div style="text-align: right;">LJD</div> Att: DD/A-74 5070 SUSPENSE: 15 January 1975					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Executive Officer, DD/A 7D26 				12/31/74	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 237 Use previous editions

(40)

DCI/DDCI
Routing SlipEx-101
74-7154/1

TO:

DD/A 74-5070

		ACTION	INFO.			ACTION	INFO.
1	DCI			11	LC		
2	DDCI			12	IG		
3	S/MC			13	Compt		
4	DDS&T			14	Asst/DCI		
5	DDI			15	AO/DCI		
6	DDA AS	✓		16	Ex/Sec		
7	DDO			17			
8	D/DCI/IC			18			
9	D/DCI/NIO			19			
10	GC			20			

SUSPENSE

Date

Remarks:

Knowing how hard good senior secretaries work & how wise they have to be, I think the lady has a point or two - Isnt there an item on Mgt Com agenda on this subject? -

DCI/DDCI

12/20/74

TRANSMITTAL SLIP		DATE
		9 DEC 74
TO: DDCI - DCI		
ROOM NO.	BUILDING	Executive Registry
		74-2154
REMARKS:		
<p>JUST THOUGHT YOU MIGHT BE INTERESTED IN THE THOUGHTS OF ONE DDO "CLERICAL." SINCE THE SCARLET LETTER "C" WILL BE APPEARING ON SEVERAL CLERICALS, I THOUGHT YOU MIGHT KNOW THE MEANING OF IT.</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION
5E-2515	HQS	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

STAT

STAT

27 Nov 74

PMS 5-0005

An Open Letter to C/E A

Dear Mrs Shackley,

I was quite pleased to state my views on the Attitudinal Survey. Thought you might be interested in one "Clerical" comment (attached). Also attached is the recently issued LCI on this same "Clerical".

A few weeks ago you presented me with a CSI.

[redacted] in congratulating me, made a remark about "not a promotion".

I told [redacted] when we returned to our office

that his remark instantly reminded me of the saying "Always a bridesmaid

never a bride." This is not exactly true in my

case as I have been married over 31 1/2 years.

However, I thought the following was applicable in my case "Always a step increase, never a promotion!" You see I have been in grade five years and will remain so for the foreseeable future. My last two fitness reports rated me "Outstanding" in all duties. It would be interesting to know how many "Professionals" received such ratings and were not promoted. Would you know such statistics for EA Division? Are you aware that I am at "DXX"? Of course we all know what "D" stands for. What about the "XX"? I was curious so I asked STAT

DC/EA/Per. He informed me that as a GS-07 I did not have a home base, therefore the first "X". The second "X" was because I was a secretary. It must have taken some imagination to so classify such people. We are not only X-rated but X-rated. Are we so unworthy, unimportant, undervalued that we cannot be assigned a "known" designator with some dignity. Just because we are GS-07's or lower we are unworthy of the honor of belonging! I cannot believe that EA would not be proud to welcome me into the fold, but as a lower-class "clerical".

I have no standing.
We have been so
indelibly branded
"Cloncles" that next
week, I shall wear
my scarlet letter "C",
or I would "XX" be more
appropriate? Hopefully,
others so branded
will support me.

Now that I am a
GS-07/7 I will be eligible
for step increases every
three years. Can't you
just imagine my
sleepless nights, trying
awake planning ways
to spend my windfall
of \$650 per week, less
deductions!

I think we have
been discriminated
against long enough.
Won't our men support
us and help us get

our just dues? I would
like to distribute a copy
of this letter to our Division
personnel and ask for
their comments. May 9?

STAT

[Redacted Signature]

EA/Support

Concur:

103. In this agency have you ever had a female supervisor?

- a. Yes
- ☒ b. No

104. In this agency have you ever had a black supervisor?

- a. Yes
- ☒ b. No

Strongly
Disagree
Tend To
Disagree
No
Opinion
Tend To
Agree
Strongly
Agree
Not
Applicable

105. This attitude survey could be an effective means of communicating feelings about important issues to management.

1 2 3 ☒ 4 5 6

106. Now that you have answered the above, please feel free to write succinctly on any of the above topics and others affecting Agency and DDO management that may not have been included about which you feel particularly strongly and on which you have suggestions for improvement or corrective action. Comments from individuals disagreeing with items 6, 8, or 31 are especially invited.

I AM QUITE DISPLEASED ABOUT THE "CLERICAL" SITUATION. IN FACT, I DETEST BEING CALLED A "CLERICAL" HAVING WORKED IN STATE GOVT, FEDERAL GOVT, PRIVATE ENTERPRISE AS A LEGAL SECRETARY, ONLY TO BECOME A "CLERICAL" FOR CIA. I THINK SOMETHING SHOULD BE DONE FOR THE TRULY EXECUTIVE SECRETARY, NOT ONLY IN TITLE BUT ALSO IN GRADE. I WORK FOR A SUPERGRADE THOUGH I AM STILL CONSIDERED A "CLERICAL." I THINK THE EXECUTIVE SECRETARIES ARE AS MUCH IF NOT MORE IMPORTANT THAN THE SO-CALLED "PERSONNEL ASSISTANT" OR "ADMIN ASSTS" WHO ARE CLASSIFIED AS PROFESSIONALS AND WHO ARE STILL IN THEIR LEARNING STAGES. EXECUTIVE SECRETARIES POSSESS CERTAIN SKILLS, TACTS, ABILITY TO GET ALONG WITH OTHER PEOPLE, GENERALLY LIKE PEOPLE, ARE FLEXIBLE AND DO NOT MIND PUTTING FORTH A LITTLE EXTRA EFFORT AND TIME WHEN NEEDED. WE TAKE ON ADDITIONAL RESPONSIBILITIES, TAKE TIME TO MAKE THE OFFICE MORE PLEASANT AND GIVING LITTLE ADDED PERSONAL ATTENTION TO MAKING THE BOSS'S DAY. WE KNOW ~~EXACTLY~~ WHEN TO REFER DIFFERENT PROBLEMS TO OTHER OFFICES AND HOW TO HANDLE DIFFICULT OR INSISTENT PEOPLE. A LITTLE CHARM GOES A LONG WAY IN ANY OFFICE.

ACTUALLY, I LOVE WORKING FOR THE AGENCY. I WOULD NOT CONSIDER MAKING A MOVE TO ANOTHER POSITION, BUT I DO THINK THE LOWER GRADES COULD STAND SOME LOOKING INTO. AS LONG AS YOU ARE MOVING UPWARD, YOU GO FROM SAY 9/4 TO 10/3 OR 12/5 TO 13/4. HOWEVER, WHEN YOU ARE SLOT BOUND, YOU WAIT FOR TWO AND THEN THREE YEARS BETWEEN STEPS AND WHEN THE REACH STEP 10, YOU'VE HAD IT. I DO NOT BELIEVE IN DISCONTINUING THE PSI WHEN YOU REACH STEP 10 BECAUSE ANYONE SHOULD KNOW THAT JUST BECAUSE YOU HAVE REACHED STEP 10, YOU DO NOT CONTINUE TO LEARN OR GROW ANY LESS IN WORTH, EFFICIENCY. IN FACT, YOU SHOULD BE EVEN VALUABLE. I KNOW THAT I HAVE ACQUIRED MUCH KNOWLEDGE IN MY PRESENT POSITION AND LEARN MORE EACH YEAR. I FEEL I SHALL CONTINUE TO BE ABLE TO TAKE ON ADDED RESPONSIBILITIES AS I INCREASE MY KNOWLEDGE OR PROCEDURES, REGULATIONS, WORKINGS OF THE OFFICE, ETC. HOWEVER, I AM GETTING NEAR THE END OF MY ROPE, 7/10, AND THERE IS NOT MUCH INCENTIVE TO KEEP TRYING. THERE ARE ONLY THREE 8 SECRETARIAL SLOTS IN THE DIVISION AND ONE 9. I THINK WE SECRETARIES ARE MORE DESERVING AND IMPORTANT TO THE AGENCY THAN WE ARE GETTING CREDIT FOR BEING. JUST WHERE WOULD THEY BE WITHOUT THE SECRETARIES? WE ARE A VERY IMPORTANT COG IN THE WHEEL AND THEY SHOULD RECOGNIZE IT AND LET US KNOW THAT WE ARE NOT FORGOTTEN AFTER ALL.

AMEN

SECRET

25 NOV 1974

LETTER OF INSTRUCTION: [REDACTED]

25X1

As Secretary to Chief, East Asia Support Staff, your immediate supervisor is the Chief, East Asia Support. Your responsibilities and duties are as follows:

1. As an Office Manager, I expect you to:

a. Arrive at the office in the morning in sufficient time to have the safes opened, mail picked up, and other similar duties performed so that there is an orderly opening of business.

b. Establish and maintain office procedures, files and records. Since you have responsibility for keeping the regulations up to date, I expect you to be familiar with the various regulations which apply to the Support elements [REDACTED] in order to provide our units (especially those with a high turnover rate) with assistance in researching the various regulations which apply in certain cases. This includes DDO regulations and Standardized Regulations as well as Agency regulations. You should also be familiar with unique East Asia policy concerning our stations such as Vietnam, [REDACTED] where certain special benefits are authorized.

25X1

25X1

25X1

c. Provide guidance to all components of the Staff relating to the preparation of correspondence, cable and telepouch procedures, and transmittal of pouch material to the field stations.

d. Maintain a chronological filing system of all correspondence which I originate, making appropriate notes for suspense items, and keeping me informed of the status of pending cases.

e. Receive and review correspondence to me, researching and attaching background information as appropriate.

25X1

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f. Maintain close working relationship with the Division and Staff components.

2. As an Administrative Assistant:

a. Review travel orders for coordination(s), ensure that appropriate officials are included when special provisions are included in the travel orders requiring their approval, and also ensuring that Chief, East Asia Division signs those travel orders requiring his approval. You will also bring to my attention travel orders on those individuals

25X1

Also, you are responsible for preparing the quarterly report to the SSA/DDA concerning TDY travel of dependents as required.

b. Arrange appointments and conference. Have a general knowledge of what is to be discussed and material needed.

c. You are responsible for scheduling conferences for the East Asia Conference Room. 25X1

e. You will also monitor the Blood Donation Program. You are to notify branches and staffs of the date of the Bloodmobile, securing donors and sending list to appropriate office for scheduling appointments.

f. You will contact the appropriate Support unit passing information from the Front Office in regard to particular requests/problems.

g. You are responsible for securing Reserved Parking Permits for visiting Chiefs of Station. Also you will monitor the East Asia Division Reserved Parking Permit list, alerting me to changes affecting the distribution of the permits. You are also responsible for ordering cars for visiting dignitaries as requested by various components.

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h. You are responsible for the care and maintenance of the Xerox machine. You are to contact the technician for service. You also are to continue to monitor the usage of these machines, keeping monthly totals, and advising me of any excess charges.

i. Prepare and maintain T&A cards. You are to continue your system of monitoring the overtime expended by the Support Staff and noting the reasons for any substantial increase in the amount thereof.

j. Promote a continuing harmonious atmosphere and smooth flow of business into and out of my office.

k. Maintain the strictest confidence on the substance of all office matters not intended for release to the staff or other components.

l. Route to the appropriate Support units those matters/inquiries which you determine need not be handled by me. Since 80% of the incoming cable traffic is routed through Support to our various units, you will see that a timely distribution is made in order to allow the action officers to respond promptly.

m. Prepare routine correspondence for my signature.

3. As a Secretary you will:

a. Take dictation and transcribe correspondence originated by me.

b. Receive telephone calls and visitors. You will know when to interrupt a conference and how to handle difficult cases.

c. Attend Support meetings and take notes, as required.

d. Take dictation (cables usually) from other components located in other buildings and finalizing such correspondence for signature and release when time is of the essence. You will also be required to monitor phone calls at certain times, taking notes of conversation and transcribing.

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e. Know who's who in the Division, DDO, DD/A and promote cordial relationship with these offices.

[Redacted]

25X1

Chief, East Asia Support

ACKNOWLEDGED:

25X1

[Redacted]

25 NOV 1974

Date

Rep Allow Letter

[Redacted]

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